

**CLEMSON UNIVERSITY  
CLASSIFIED STAFF SENATE**

June 13, 2006, 10:00 AM  
Student Senate Chambers

**Minutes**

**Present:** Lydia Arneson, Maranda Arnold, Teresa Blanding, Lynn Boiter, Deanna Burns, Kristina Cathcart, Richard Cowan, David Crockett, Wade Culler, Rose Ellen Davis-Gross, Glenda Dickson, Mike Edwards, Ellen Gideon, Sally Glenn, Rosa Grayden Dianne Harris, Reggie Hawthorne, Bill Hughes, Linda Kanaley, Marty King, Judy Link, Al Littlejohn, Julia McBride, Carolyn McGaha, Cindy Owens, Jenny Peay, Ida Pinson, Susan Pope, Dan Schmiedt, Steve Shiflet, Bill Shivar, Marlene Ventura

**Absent:** Gail Bryson, Deborah Cantrell, Negar Edwards, Barbara Emkin, Evelyn Gantt, Billie Jones, Naomi Kelly, Wanda Smith, Charlotte Swafford

**Guests:** Teri Alexander, Lawrence Nichols, Joyce Peebles

President Lynn Boiter called the meeting to order at 10:03 AM.

1. **Approval of Minutes:** Richard Cowan made a motion to approve the minutes of the May 9, 2006 Classified Staff Senate meeting as amended. Linda Kanaley seconded the motion, and the vote was unanimous.
2. **Open Commentary:** None.
3. **Announcements from the President:** President Lynn Boiter thanked Dan Schmiedt for presiding over the CSS meeting on May 9, 2006.
  - A. **Academic Council,** Dan Schmiedt. No report.
  - B. **Administrative Council,** Lawrence Nichols. Several items were discussed at the meeting on June 12, 2006. 1) Information will be forthcoming about a campus litter campaign. This initiative will help keep the campus clean and litter free. 2) The Council approved a minority business utilization plan for CU ICAR and new billing rates for 2007 (<http://www.comptroller.clemson.edu/BR/br2007/index2007.htm>). 3) The group is preparing for the Board of Trustees meeting in July.
  - C. **Board of Trustees,** Lynn Boiter. The meeting is scheduled for the third week of July in Charleston. Lynn Boiter and Dan Schmiedt plan on attending the meeting on behalf of the Classified Staff Senate.
  - D. **Governmental Affairs,** Dan Schmiedt. No report.
  - E. **President's Cabinet,** Lynn Boiter. 1) Charles Tegan gave an update on the Procurement Services Department. The department has lost 60 years of combined experience with the retirement of two key employees. A consulting firm has been hired to review the organization. A new director should be in place within a month. 2) CU ICAR is located off of I85, exit 48. Three building are currently under construction. Everyone is encouraged to visit.
  - F. **Other:**
    - 1) **Human Resources,** Lawrence Nichols. 1) The court ruled in favor of TERI participants who entered the plan prior to July 1, 2005. Retirement contributions withheld from those TERI participants since July 1, 2005 will be refunded with interest. Preliminary information is the state will reimburse the participants in two payments. 2) HR is waiting for instructions from

the state on the implementation of the 3% cost-of-living pay raise. The effective date of the increase is July 1, 2006. Questions were raised about the difference between lag and current employees. Lawrence stated the pay would be reflected in the first check date that encompassed July 1 in accordance with the state guidelines. Concerns were raised that lag employees were receiving the 3% increase for compensation earned in June and current employees were only receiving the increase on compensation earned in July.

4. **Treasurer's Report**, Cindy Owens. Current funds in the CSS annual fund stand at \$9049.78. The Endowment principal is \$185,318.08. Our regular budgeted spending account is approximately \$1770.28 in other and 311.73 in Travel. We have a Vending balance of \$1207.84, but we have 1 outstanding invoice that will deplete the remaining balance. Dan Schmiedt made a motion to approve the report as submitted. Richard Cowan seconded the motion, and the vote was unanimous.

## 5. **Committee Reports:**

### A. **Standing Committees**

- 1) **Activities**, Julia McBride. The golf tournament went well. The next project for the group will be deciding on the appreciation gifts. The gifts are traditionally given to senators during the December CSS meeting. If anyone has any gift ideas, please email them to Julia at [Mcbride@clermson.edu](mailto:Mcbride@clermson.edu).
- 2) **Communications**, David Crockett. No report.
- 3) **Membership**, Deborah Cantrell. No report.
- 4) **Policy and Welfare**, Michael Edwards. Insurance benefits haven't changed much, if any, since the 1980's. The P&W Committee is going to prepare a presentation on Clemson University's staff benefits as compared to other top 20 public universities. Lawrence Nichols suggested using the benefits study the faculty prepared in 2005 as a resource. He also recommended that once the study is complete, two delegates from the CSS schedule a meeting with Mr. Tester in Columbia..
- 5) **Scholarship**, Jenny Peay. 1) The golf tournament grossed nearly \$18,000 and netted \$13,500. More volunteers helped this year and it made the event easier for everyone who participated. Jenny Peay thanked everyone who helped to make the tournament successful. 2) The Mystery Dinner will be on Friday, October 13, 2006.

### B. **University Committees**

- 1) **Accident Review Board**, Charlotte Swafford. No report.
- 2) **Alcohol & Other Drugs Task Force**, Gary Pye. Has not met.
- 3) **Athletic Council**, Ron Addis. Athletic Council met May 9. Athletic Director Terry Don Phillips addressed recent articles in S.C. newspapers concerning the costs of the West Zone Center. Dr. Phillips went into some detail to explain (1) current debt owed by the Athletic Department, (2) goal of the Athletic Dept. to improve football facilities while minimizing new debt, (3) how the West Zone Center meets those two goals and in addition generates new revenue to help offset the new debt. For more detail, see the May issue of Orange and White.
- 4) **Bookstore Advisory**, Negar Edwards. No report.
- 5) **Faculty Senate Budget Accountability**, Lynn Boiter. Has not met.
- 6) **CATS**, Robbie Nicholson. No report.
- 7) **Campus Master Plan Task Force**, Al Littlejohn. No report.
- 8) **Clemson University Environmental**, Chris Sober. Has not met.
- 9) **Clemson University Foundation Board**, Lynn Boiter. The Board's meeting is scheduled for June 22-23. Lynn Boiter will officially assume the position on July 1st.
- 10) **Council on Community & Diversity**, Rosa Grayden. Has not met.
- 11) **Human Resources Advisory**, Julia McBride. Has not met.
- 12) **Joint City/University**, Deborah Cantrell. No report.

- 13) **Library Advisory**, Wade Culler. Has not met.
  - 14) **Parking Advisory**, Dan Schiemdt. Has not met.
  - 15) **President's Commission on the Status of Black Faculty & Staff**, Rosa Grayden. Has not met.
  - 16) **President's Commission on the Status of Women**, Chris Sober. Has not met.
  - 17) **Recreation Advisory**, Dexter Hawkins. The Board met on May 2.
  - 18) **South Carolina State Employees Association**, Julia McBride. The SCSEA held a luncheon on June 10, 2006. The luncheon is an annual event. Names are being soliciting for statewide representatives. The Clemson Chapter submitted names of three individuals for consideration. The Clemson Chapter is also looking to fill a legislative chair position. This individual is responsible for communicating concerns to the legislature.
  - 19) **Student Conduct Code Review Committee**, Deborah Cantrell and Richard Cowan. Has not met.
6. **Unfinished Business:**
- A. **Staff Ombudsman** - A candidate has been selected and an offer extended. The position has not been accepted.
  - B. **Search Committees:**
    1. **Dean, College of Business and Behavioral Sciences**, Pris Foster.
    2. **Dean, College of Agriculture, Forestry, and Life Sciences**, Dexter Hawkins. The first candidate offered the position turned down the job offer. The search committee will meet Monday, June 12 and will decide if some of the candidates that have already interviewed will continue to be considered along with the possibility of bringing in some other candidates from within the pool for an interview on campus.
    3. **Vice Provost for the Div of Computing and Information Technology**, Office of the Provost. James R. Bottum from Purdue University was named as the new chief information officer and vice provost for DCIT. He will assume the position on July 17.
    4. **Dean, College of Engineering and Science**, Office of the Provost. Esin Gulari, Ph.D., was named as the new dean of the college effective July 5. She was a chemical engineering professor at Wayne State University in Detroit.
7. **New Business**
- A. **Parking Discussion** – Administrative Council approved funding for a comprehensive parking and transit study. The findings are expected within six months of the contract being awarded. Copies of the RFQ were distributed for review (Attachment A). Geary Robinson also provided the number of citations adjudicated from 8/16/04 through 6/8/06 (Attachment B). Lynn Boiter will request from Parking Services the total number of citations issued for the above mentioned dates.
  - B. **United Way Representative** - Lydia Arneson volunteered to assist the United Way with the campus campaign.
  - C. **Guest Speakers** - The CSS has received two requests to address the Senate. Gina Doloresco requested to speak to the group about a fitness assessment program offered by Fike to staff for a nominal fee of \$10 and CU ICAR would like to provide an update on their progress. Both speaking engagements were approved.
8. **Announcements**
- A. **Summer Schedule** - The Executive Committee will not meet in June, and the Classified Staff Senate will not meet in July.
  - B. **Convocation** - Staff are encouraged to attend Convocation on Tuesday, August 22, 2006, 9:00AM. Staff will meet at Brackett Hall for the processional. Staff are not required or expected to take leave to participate.

- C. Procurement** – Ellen Gideon informed the group about a procurement committee that meets once a month in Columbia. The group promotes diversity and encourages business opportunities with minority and small business. Ellen will inform the Senate when the new web page and mission statement are completed.
- D. Welcome** – Carolyn McGaha was appointed to represent Area 16. She is located off campus in Columbia, South Carolina. Her term begins June 2006 and will expire in April 2009.
- E. Personal Note** – Julia McBride announced her recent engagement. Congratulations!

## **9. Adjournment**

**Next Meeting:** August 8, 2006, 10:00 AM, Student Senate Chambers